

# TICKLER FILE

## 2 MONTHS PRIOR TO DEPARTURE

### RECOMMENDED TASKS

Individual Who Agrees To  
Complete This Task

Check When  
Completed

1. Write your sponsor or command of your travel arrangements (departure from U.S., enroute stops, carrier, arrival date and time and number of dependents accompanying you).

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2. Notify your children's schools of impending travel plans in the event special examinations must be scheduled to allow completion of term work. Request sufficient grade reports, test results, teacher evaluations and samples of work to facilitate grade placement at your new command. Arrange for transcripts to be sent.

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3. Rent a safe-deposit box for important records and arrange for your spouse and another relative or friend to have access to it.

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4. Advise each adult member of the family to leave an up-to-date will, properly witnessed, with the original placed in your safe-deposit box. Retain a copy in your possession.

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Notify stores of all charge accounts you wish to terminate.

5. Consider making contact with a "personal shopper" at one or more stores (e.g., shoe store) if you wish to order merchandise by mail. Obtain catalogs from mail order stores.

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6. Check with your sponsor for any essential items which are unavailable or prohibitively expensive at your new command.

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7. Use the change-of-address from provided in this folder and send them to your local Post Office, Federal and State Income Tax Bureaus, Country Treasurer, Department of Motor Vehicles, magazine and book club subscription departments, insurance firms, credit card companies, stores with which you have accounts and any companies in which you own stock.

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8. Survey your possessions so that you can have items repaired and cleaned that you plan to put into storage or shipped to your overseas location.

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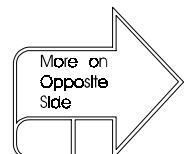
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9. Obtain a written appraisal of valuable items such as antiques, jewelry, furs and paintings. To obtain an appraisal, check with a professional who deals in the kind of valuable you have (e.g., for antiques-check with an antique dealer).

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The government will ship only one privately owned vehicle for



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11. you. Visit your Personal Property Office or PMO to fill out a DD Form 828 (Motor Vehicle Shipment Application). Take copies of your orders for the application. While there, ask about the ports convenient to you which have service to your new duty station. Ensure that your designated agent has a Power of Attorney or a letter of authority from you if he or she will be making application for shipment for you, or will be delivering your vehicle to the port for shipment.

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12. Make an appointment with your car repair shop and provide the following check list:

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- Ensure the motor is in good operating condition.
- Ensure the windshield wipers are operative.
- Ensure the brakes (foot and hand) are adequate and in good operating condition.
- Ensure lights are operative and properly adjusted.
- Ensure the horn is operative.
- Ensure the exhaust systems are in good condition.
- Ensure head lamps, rear lamps, windshield and windows are unbroken and free from cracks.
- Ensure the body and fenders are free from rust and major body damage.
- Ensure the battery is fully charged.
- Ensure the cooling system contains sufficient antifreeze to prevent freezing in transit.
- Ensure the vehicle is thoroughly cleaned and the surface of undercarriage does not contain any foreign matter which might harbor insects.
- Ensure a complete set of keys is available to turn in with the vehicle.
- Remove hubcaps and tools and pack in express shipment for immediate access.

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